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Indiana Hospital for Insane,

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Longcliff, near Logansport.

SUBMITTED BY THE MEDICAL SUPERINTENDENT
AND APPROVED BY THE BOARD
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NORTHERN INDIANA HOSPITAL FOR INSANE

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BOARD OF TRUSTEES,

DAVID HOUGH, Ligonier, President.
DENNIS UHL, Logansport, Treasurer.
LESTER F. BAKER, South Bend.

MEDICAL SUPERINTENDENT,

JOS. G. ROGERS, M. D., Ph. D.

ASSISTANT PHYSICIANS,

SAMUEL E. SMITH, M. S., M. D.
FRANK B. WYNN, M. A., M. D.

STEWARD,

GEORGE S. FORMAN.

STOREKEEPER,

WILSON M. HEWARD.

CLERK,

CHAS. A. DUNKELBERG, JR.

PREFACE.

The organization of the Northern Indiana Hospital for the Insane is based particularly upon Acts of the General Assembly of 1889 (page 69) and of 1883 (page 164); the regulations of its operation upon the same Acts, prior Statutes (R. S. 1881, 2758, *et seq.*), and upon the experience and practice of similar institutions in the past. It has been the aim of the Management to make its rules brief, clear and as few in number as the large requirement and the many important interests involved would permit, to the ends that the inmates may receive kind and efficient care and that the moral tone of the institution may be the highest attainable.

RULES AND REGULATIONS.

CHAPTER I.

ORGANIZATION.

For the various duties and functions relating to the operation of the hospital the following *corps* of officers and employes is requisite: A Board of Trustees (3), a Medical Superintendent, Assistant Physicians (2), a Superintendent's Clerk, a Steward, a Storekeeper, Supervisor, Supervisoress, Usher, Head Attendants (14), Assistant Attendants (18), Night Attendants (10), Night Watchman, Outside Supervisor, Chief Engineer, Night Engineer, Firemen (2), Laundry Engineer, Laundry Porter, Laundress, Laundry Clerk, Head Ironer, Ironers (5), Head Cook, Special Cook, Assistant Cooks (5), Butcher, Baker, Store Porter, Officers' Cook, Housekeeper, Housemaids (4), Table Servers (4), Administration Porter, Head Farmer, Gardener, Laborers (2), Teamsters (3), Dairyman and Carriage Driver.

CHAPTER II.

DUTIES AND POWERS OF TRUSTEES.

1. The Board of Trustees is selected by the constituted authorities of the State to represent the people of the State in the general direction and scrutiny of the management of the Hospital. Its duties are fully set forth in the Statutes as follows. (See Acts of 1889, page 69, *et sequitur*.):

2. EMPLOYMENT OF A MEDICAL SUPERINTENDENT.—The chief duty of the organized Board is the employment of a Medical

Superintendent, reputably skilled by experience in the care of the insane and their diseases, and in general medicine and surgery, who, when appointed, shall serve while competent, efficient, attentive to duty, and of good moral standing, but who shall be removable by the Board on failure to comply with the above requirements, or any of them, the vacancy to be filled according to the aforesaid requirements. (See section 4, page 69.)

3. MEETINGS OF THE BOARD shall be held on the second Tuesday after the first Monday of each month. The Superintendent is *ex-officio* Secretary of the Board, and has a voice in its sessions, but no vote. (See section 5.)

4. MAINTENANCE.—The Board shall, pursuant to the requisitions of the Superintendent, provide from time to time whatever may be needful for the Hospital and its inmates, including subsistence and quarters for employes, unless otherwise provided, and shall make all necessary repairs and minor improvements: *Provided*, That the sum appropriated for such current expense by the Legislature be not exceeded.

5. PAY.—The Board shall also establish and disburse the pay of all officers and employes, and prescribe the number to be employed. (See section 6.)

6. ACCOUNTS.—All accounts payable shall be audited by the Board at its regular monthly meetings, in duplicate, after certification in writing by the claimant, the Steward of the Hospital and by the Medical Superintendent, and, when allowed by the Board, signed by its President and sealed with the Hospital seal, which the Board shall provide, shall constitute vouchers, upon a schedule of which, setting forth for each the number, name of claimant, on account of what, and the amount, the said Board shall make requisition on the Auditor of State for a warrant for the payment of the sum of said amounts by the Treasurer of State to the Treasurer of said Hospital, who shall pay to said claimants the amounts severally due, upon the presentation of the aforesaid duly certified and receipted duplicate vouchers, in accordance with a duplicate schedule to him issued by the Board, with an order to pay the same.

7. REVENUE.—The Board shall receive all revenue from

sales of waste material and all receipts for the care of inmates, and shall, through its Treasurer, pay the same into the State Treasury monthly.

8. REGULATIONS.—The Board shall consider and confirm or reject such general regulations as the Superintendent may from time to time submit for the government of the Hospital and its inmates. (See section 12.)

9. INSPECTION.—It shall be the duty of the Board, in a body or by committee, at least once each month, to visit and inspect every department and every inmate of the Hospital, to hear all statements of insane inmates, and to spread on the Trustee's Record Book a report of such inspection, in the handwriting of and signed by one of the inspectors, with such comments as may be deemed necessary or beneficial. It shall also be the duty of the Board to inspect the general books of the Hospital at each general session. (See section 12.)

10. BIENNIAL REPORT.—On or before the first day of December preceding each regular session of the General Assembly the Board of Trustees shall submit a report to the Governor, setting forth its observations on the work of the Hospital, and its general condition for the previous biennial period, with such recommendations as it may deem necessary, and with this report shall also transmit the biennial report of the Medical Superintendent. (See section 13.)

CHAPTER III.

DUTIES AND POWERS OF MEDICAL SUPERINTENDENT.

11. CHIEF GENERAL AND MEDICAL DIRECTOR.—The Medical Superintendent shall be the chief medical officer, as well as the general director of the Institution, and shall give personal attention to the medical care of the inmates, as well as the general management of the Hospital, its appurtenances and its entire population, and shall be responsible to the Board of Trustees for such care and management.

12. SELECTION OF OFFICERS AND EMPLOYEES.—It shall be the duty of the Medical Superintendent to select and employ any

such assistant physicians, clerks, attendants, skilled workers and servants as may be in his judgment necessary to enable him to properly perform the work with which he is charged.

13. REGULATIONS.—The Medical Superintendent shall make all necessary regulations for the government and direction of officers and employes, and for the administration of the Hospital, subject only to the requirements and limitations herein set forth, and by and with the knowledge and consent of the Board of Trustees. A refusal of confirmation, however, on the part of the Board of any such selection shall constitute a vacancy, and thereupon the Superintendent shall make other selections until such consent be secured. (See section 14.)

14. REQUISITIONS.—On or about the first day of each month the Medical Superintendent shall prepare requisitions for such articles and materials as may be needful for the proper maintenance and care of the Hospital and its inmates, including furniture, fuel, lights, clothing, medicines and whatever else may be required for the mental, moral or physical improvement of the patients, and materials and labor for incidental minor repairs and improvements for the ensuing month, and shall submit the same to the Board of Trustees at its next ensuing meeting. For seven days previous to said meeting said requisitions, with specifications, shall be placed on view in the lobby of the postoffice of the city of Logansport or other public place, and advertisement shall be made soliciting bids for such supplies by classes, to be delivered with proper guaranty bonds, at the meeting of the Board above mentioned for its consideration.

15. DISCHARGES.—The Medical Superintendent may discharge a patient from the Hospital whenever, in his opinion, the mental and physical condition of such patient shall justify it.

16. FURLOUNDS.—The Medical Superintendent may furlough patients to their homes whenever, in his opinion, they may be benefited thereby, but he shall retain in Hospital such inmates thereof as may, in his judgment, be unfit to be at large, or may require special medical care: *Provided*, That in no case shall the exercise of the right of the writ of *habeas corpus*, as regulated by law in such cases, be denied.

17. **SUPERINTENDENTS' MEETING.**—It shall also be the duty of the Medical Superintendent, when practicable, to attend the annual meeting of the Association of Superintendents of American Institutions for Insane.

CHAPTER IV.

DUTIES OF ASSISTANT PHYSICIANS.

18. **THE ASSISTANT PHYSICIANS** shall perform such professional and executive work as may be assigned to them by the Medical Superintendent.

19. **CARE OF PATIENTS.**—They shall particularly visit the wards to which they may be severally assigned at least twice each day and shall view and examine as carefully as may be needful, the special conditions of each patient therein and make prompt provision to meet all proper requirements of each case, including medicine, food, clothing, attendance and special management, subject to the general direction and judgment of the Medical Superintendent.

20. **INSPECTION WITH MEDICAL SUPERINTENDENT.**—They shall respectively attend the Medical Superintendent in his visits to the wards and shall render all possible assistance in the development of the special symptoms and general clinical history of every case and in the management thereof.

21. **NEW CONDITIONS.**—They shall report to him all conditions newly observed by themselves, or others, in every case, as soon as known.

22. **SANITARY OBSERVATION.**—They shall carefully supervise the local and general sanitary conditions of the wards, the state of the buildings and their equipments, the housekeeping therein and the policing of their environs; and they shall cause all needs and requirements to be promptly laid before the Medical Superintendent, to the end that the best conditions may be maintained by the management.

23. **ASSISTANCE IN ADMINISTRATION.**—They shall at all times assist the Medical Superintendent in the direction and control

of attendants and other employes, and shall report promptly all infractions of regulations observed in any department.

24. **POWER TO SUSPEND EMPLOYES.**—In such case they may, if necessary, suspend from duty any employe or attendant until a judgment is reached.

25. **OFFICER OF DAY.**—The Hospital day is the calendar day. The two senior assistant physicians shall act alternately as Medical Officer of the Day, and in this capacity shall severally keep the Journal of Movements of Inmates, shall inspect the Hospital dinner in the general kitchen before it shall have been served, and shall hold themselves in readiness to give prompt attention to emergent demands, professional or executive, relating to their duties.

26. **ACTING SUPERINTENDENT.**—In case of and during the absence or disability of the Medical Superintendent, notice of the same having been received from said officer, the Medical Officer of the Day shall be the acting Medical Superintendent, and shall perform all the duties pertaining to the function of Medical Superintendent.

27. **SICK REPORT.**—They shall make daily oral reports of all cases of illness of employes which may be presented to their attention.

CHAPTER V.

DUTIES OF STEWARD, STOREKEEPER AND CLERK.

28. **THE STEWARD** shall be principal book-keeper and the general fiscal assistant of the Superintendent, and subject to his direction.

29. **BOOKS.**—He shall particularly keep a set of double-entry books, setting forth the assets, receipts, disbursements and liabilities of the Hospital in detail, and submit a balance sheet monthly.

30. **INSPECTION OF SUPPLIES.**—He shall inspect all supplies received, and certify all invoices and vouchers therefor.

31. **PREPARATION OF VOUCHERS.**—He shall prepare all vouchers from said certified invoices for the approval of the Superin-

tendent and the audition, and allowance of the Board of Trustees at each monthly meeting, and shall assist the Treasurer in the payment of the same as far as required by that officer.

32. **INVENTORY.**—He shall make an annual inventory of all personal property belonging to the Hospital, and keep the same in a proper book prepared for the purpose.

33. **KEY REGISTER.**—He shall keep a proper register of all keys, and shall issue the same on order of the Superintendent only.

34. **A NOTARY.**—He shall be a notary, and shall act as such for the benefit of the Hospital and its creditors.

35. **THE STOREKEEPER** shall conjointly with the Steward receive all supplies and certify all invoices therefor.

36. **PROPERTY.**—He shall be responsible for the safe keeping of all property in store.

37. **ISSUANCE OF SUPPLIES.**—He shall issue supplies whenever called upon to do so, on presentation of proper requisitions duly approved and signed by the Superintendent—taking thereon the receipt of the head of the department or ward to which the issue may be made.

38. **STORE BOOKS.**—He shall keep a journal setting forth all receipts and issues in quantity and kind only and shall daily post the same in a ledger, each kind of article having its special account.

39. **MONTHLY INVOICE.**—He shall make a balance sheet and an invoice of goods in store at the end of each month, and in case these do not conform, the several balances must be set forth in a loss and gain account. The invoice and balance sheet shall be submitted to the Superintendent at the end of each month.

40. **SANITARY CARE OF STORE.**—The Storekeeper shall be responsible for the order and cleanliness of the store and its contents and surroundings.

41. **ESTIMATE OF SUPPLIES.**—He shall assist the Superintendent in making a monthly estimate of supplies for the ensuing month.

42. THE SUPERINTENDENT'S CLERK shall be a stenographer and typewriter. He shall prepare from dictation all letters, reports and other documents required by the Superintendent; shall keep the book of applications for employment and render such other service as the Superintendent may require.

CHAPTER VI.

THE MECHANICAL DEPARTMENT.

43. THE ENGINEER shall have general charge and control, subject to the direction of the Superintendent, of the water, gas, steam, light, and sewer systems of the Hospital, and shall be responsible to the Superintendent for the condition of the same.

44. REPAIRS. He shall make repairs and extensions of the same when possible and required on order of the Superintendent, to whom he shall promptly report all defects relating thereto.

45. SUBORDINATES.—He shall have immediate direction of the Assistant Engineer and Firemen (2) and any others employed to assist him in his duties—subject to rules and special orders of the Superintendent.

46. REPORT.—He shall report to the Superintendent daily at 12:30 P. M.

47. THE CARPENTER shall have general charge of all buildings and shall make repairs and improvements on same on orders of the Superintendent only.

48. REPORT.—He shall report to the Superintendent daily at 12:30 P. M.

49. THE PAINTER shall repair the paint and varnish work of buildings, the metal and slate work of roofs, the glass of doors and windows, and shall repair and extend the electric light and telephone lines under the direction of the Superintendent only.

50. REPORT.—He shall report daily to the Superintendent at 12:30 P. M.

51. THE LAUNDRY ENGINEER shall have charge and care of all machinery and property in the laundry, and shall keep the same in order and repair.

52. DUTIES.—He shall also supervise and direct the receiving, washing, ironing, assorting and delivering of all clothing and ward property sent to the laundry, and shall have control and direction of all employes therein, subject to the direction of the Superintendent.

CHAPTER VII.

FARM, GARDEN, DAIRY AND STABLE.

53. THE HEAD FARMER shall have charge and care of all property relating to the above departments, and shall immediately control and direct the work of all employes therein, subject to the limitations and directions of the Superintendent, to whom he shall make daily report of all operations, in writing, done and to be done that day, and of those contemplated for the immediate future, at 12:30 P. M.

54. RECORD.—He shall keep a record of the products of his department in detail by months.

55. INVENTORY.—Also shall submit to the Superintendent at the last day of each month an inventory of all personal property in his charge.

56. DRIVER AND STORE PORTER.—*Provided*, That the carriage driver and the kitchen porter shall be responsible directly to the Superintendent for the use and care of the horses, harness and vehicles severally used by them, to which officer all reports shall be made in relation to conditions and needs.

CHAPTER VIII.

DOMESTIC DEPARTMENT.

57. THE HOUSEKEEPER shall have charge and control of the employes' quarters, dining-room and the assembly hall, and

shall be responsible for the condition and service of the same to the Superintendent.

58. MISDEMEANORS.—She shall report all observed infractions of regulations.

59. BILL OF FARE.—She shall keep on view in the dining-room the bill of fare for each day, as actually furnished, and shall give opportunity to employes to make written comments thereon. This shall be reported daily to the Superintendent.

60. GUESTS.—She shall serve no meals and give no quarters to any non-employed person, excepting on the order of the Superintendent or Officer of the Day.

CHAPTER IX.

INDUSTRIAL DEPARTMENT.

61. SEWING ROOM.—The sewing room shall be in charge of a FOREWOMAN, who shall be responsible for the material, the work and the conduct of the employes thereto belonging, to the Superintendent.

62. DUTIES OF FOREWOMAN.—She shall make and repair, with the help of employes and patients, clothing for inmates and hospital property, such as bedding, nappery, etc., on orders approved by the Superintendent.

63. ORDER REGISTER.—She shall keep a record setting forth each order, date of same, cost of articles, date of delivery and the name of inmate, and county for whom ordered, in case of clothing for patients.

64. HOSPITAL PROPERTY.—And also a record of hospital property showing date of order and delivery, and ward or department for which ordered.

65. RECORD OF WORK.—Also a record of work done daily by each employe.

66. Also a record of work done by patients, giving names, wards and days of service.

67. REPORTS.—She shall submit the above records, together with original orders filled during the week, with date of delivery thereon, to the Superintendent on Saturdays at 1 P. M.

68. THE HOSPITAL COOK shall have charge and control of the hospital kitchen, bakery and stores, and their employes.

69. DUTIES.—He shall prepare all general meals for the inmates and employes of the Institution on bills of fare made by himself, but subject to the judgment and direction of the Superintendent, and special diet for those requiring it, on orders from the medical officers only.

70. He shall be responsible for the care of all supplies and utensils issued to him and shall, at all times, keep the kitchen, the kitchen stores and their outside surroundings in a clean, neat condition.

71. He shall promptly report to the Superintendent all needs for repairs in his department.

CHAPTER X.

ORGANIZATION OF WARDS.

72. For the accommodation of patients there are fourteen wards—seven for men and seven for women. Each ward is in charge of a head attendant and one or more assistants, and one who serves as a night attendant. Women have female attendants solely. A Supervisor or Chief Attendant is provided for the division for women; another for the division for men. There is also a clothing clerk for the former. An Assistant Physician is directly in charge of each division.

CHAPTER XI.

DUTIES OF SUPERVISORS.

73. The Supervisor shall attend the Assistant Physician and the Medical Superintendent when visiting the wards on the morning round and at other times when required; shall deliver instructions from said officers to attendants; shall perform personally special duties, when required, in relation to patients; shall supervise the general and special conditions of the wards, of the ward property and of the patients therein,

their physical and mental tendencies, and their clothing, bedding, etc., reporting their observations to the proper assistant physician and to the Superintendent.

74. The chief duties of the Supervisors shall be to supervise the performance of duty on the part of attendants to patients and to report all infractions of existing regulations or tendency thereto; to this end the Supervisors shall especially visit the wards at the rising and retiring hours and during the service of meals.

75. They shall also especially assist in providing proper occupation and amusement for patients.

76. THE CLOTHING CLERK shall supervise especially the clothing of patients, keep a register of same on a card provided for the purpose, condemn worn out articles, make requisitions for new supplies, as needed—subject to the judgment of the Superintendent—mark indelibly every article with the name of the patient owning it; mark bedding, nappery and other such articles of ward property, and keep a register of all articles so marked.

77. She shall assist the Supervisor in the reception, transfer and discharge of all female patients, and at such times shall especially see that clothing be properly collected, registered and receipted for by the Head Attendant receiving the patient in the first two cases, and by the patient or next friend in case of discharge or furlough.

78. The Supervisor of the Division for Men shall perform the duties of Clothing Clerk for said division.

CHAPTER XII.

DUTIES OF ATTENDANTS.

79. HEAD ATTENDANTS.—The head attendants in this Hospital are held responsible for the general conduct, management and condition of the ward to which they are attached; and are therefore, authorized to direct the work and conduct of the assistants and night attendant, and of all others belonging to

the ward or temporarily visiting the same, subject to the general regulations of the Hospital.

80. NIGHT ATTENDANTS.—At 6:00 o'clock P. M. night attendants will take supper; at 6:30 o'clock will report to head attendants on the ward and take charge of same while other attendants go to supper. From 7:00 o'clock to 9:30 o'clock will assist the attendant or attendants on duty in the care of patients, and in getting them to bed. At 9:30 o'clock will take sole charge, subject to the instructions of the medical officers and head attendant, and will remain on duty till 5:30 o'clock A. M., at which hour wake the day attendants and assist them in getting patients up and dressed and at the table ready for breakfast at 6:00 o'clock. At 6:05 o'clock night attendants will go to breakfast; at 6:30 o'clock will relieve day attendants during their breakfast; at 7:00 o'clock off duty.

81. Night attendants are expected to keep the ward and patients in it in a comfortable and *clean* condition, while on duty from 9:30 P. M. to 5:30 A. M., and to assist the other attendants in any needful work or duty, while on duty at other hours.

82. ALL offensive discharges must be removed and cleaned up at once.

83. Patients must be kept comfortably warm, with extra clothing if necessary; windows must be closed without delay when the weather justifies it.

84. Disturbed and violent patients must be carefully watched and cared for under the instructions of the medical officers.

85. The night attendants will call at the medical office about 8:30 P. M. each night for special instructions.

86. About midnight the night watch will deliver to each night attendant a lunch. If this is not satisfactory, report in detail on morning report.

87. The night attendants will each make a special report on the ward report before going off duty in the morning.

88. Night attendants are advised to eat a hearty breakfast and not to go to bed as soon as off duty, but to take exercise till 10 o'clock and then retire to their rooms until they have

secured at least seven hours rest. By this method health will be maintained and they will be active and vigilant during duty hours.

89. ASSISTANT ATTENDANTS shall assist the head attendants with whom they are associated, subject to their direction, under the general regulations, in the performance of attendant's duty as herein elsewhere set forth.

90. DUTY OF ATTENDANTS TO PATIENTS.—The attendant must treat patients precisely as he would wish to be treated. This is the Golden Rule. It will amply cover all cases and conditions.

91. The attendant must care that no harm befalls the patient, either self-inflicted or other. To this end, access to implements, missiles, edged tools, broken glass, crockery, medicines, etc., which might be used harmfully, must be prevented by having a proper place for everything and keeping it there. All windows and doors through which a patient should not pass must be carefully closed.

92. Quarrelsome patients should be constantly watched, and, if needful, should be led by *polite strategy* to leave the neighborhood of the quiet and feeble.

93. The reliable attendant never quarrels with a patient—never scolds—is never loud and boisterous.

94. If a patient becomes excited and is exciting other patients, he or she may be placed in a room for temporary seclusion, this being always done by two attendants where possible, both going into the room with the patient and leaving it only when the patient has been sufficiently soothed to permit them to do so without pushing him away from the door. This is the rule. Report all such cases to the Medical Office at once and ask for instructions.

95. Whenever needful to control the actions of a patient in any way, endeavor *first* to succeed by *polite strategy*, always however avoiding deceitful promises; if this source fail, and it be necessary to use force, do so firmly, promptly and efficiently, always using polite words, calculated to soothe, at the same time never allow any act on the part of the patient to excite manifest anger on your part, and never use angry words. It is always best that two attendants take part in the manual control

of any patient. If at any time trouble is imminent, *quietly* call your assistant. In handling a patient, do not lay hold on arms and legs, but clasp the arms and body from the side. Avoid wrenches of any kind. Never strike, slap or cuff a patient under any circumstances.

96. Frequently observe the apparel of each patient; see that it is ample, comfortable, clean and properly and decently worn. Replace lost buttons and repair small rents on the wards. If the patient is disposed to destroy clothing, remove it and report the fact to the office for instructions. Report damaged clothing to the Supervisors for repairs, in the sewing room. Shoes and slippers should be polished as often as necessary, at least once a week. Encourage patients, as far as possible, to do this themselves, but get it done.

97. Study the mental and physical condition of each patient, and report the same to the Medical Superintendent and assistant physicians, *always privately*, at each visit.

98. Never make fun of or ridicule the peculiarities of patients. Avoid all discussion growing out of or relating to any delusion which they entertain. If forced to say anything in such case, guardedly take the side of the patient.

99. Refer all inquiries in regard to patients to the Medical Superintendent.

100. Allow patients to move about at pleasure in the day room, unless disposed to be excited and noisy.

101. See that all able to do so are taken out for a walk every day in pleasant weather, and that they are properly clad to suit the temperature.

102. POST OF DUTY.—Attendants are required to remain at their posts of duty on the wards during duty hours, and are further required not to leave the same without permission or direction of the Medical Superintendent, or of a medical officer.

CHAPTER XIII.

ETHICAL RULES.

103. Respect and sustain constituted authority of every grade in every way at all times.

104. Exercise the same gently, justly, quietly, carefully and with consideration of the feelings of others, and strictly avoid exceeding established limits.

105. All information and instruction should be privately, quietly and respectfully given and received, especially among those in charge of patients.

106. Strictly avoid comment and criticism on the people and affairs of the Hospital, in the presence of visitors or patients especially.

107. If there be any complaint, protest or statement relating to the above to be made, let it be set forth in writing on the daily report, or in a sealed envelope, duly signed in either case. Only such will be considered by the Medical Superintendent.

108. Otherwise talk about things, and not about people, and avoid expressing your personal likes and dislikes.

109. Do your duty as assigned, and not by proxy. When needed, ask for help in writing as above.

110. Be always ready to help one another.

111. Gossip.—All attendants and other employes are requested to avoid the discussion of affairs or occurrences of the ward or department to which they belong, with patients, or outside of such ward or department, or with persons not connected with said wards or departments, and especially with persons not connected with the Hospital.

112. ALL INQUIRIES of every sort from outsiders should be referred to the Superintendent.

CHAPTER XIV.

MISCELLANEOUS.

113. **REPORT TO COOK.**—Supervisors will report regularly each day to the Head Cook directly the number of patients on each ward under their supervision, and will likewise send special reports whenever necessary of the organization of new wards and the number of patients therein, and also when a number of patients are admitted into any ward after the daily report has been made, in order that at all times there may be a sufficiency of food provided.

114. **QUANTITY OF FOOD.**—Attendants are hereby instructed to inspect the amount of food delivered by the Porter at each meal, before he leaves the building, and if there is an apparent insufficiency the Porter is hereby instructed to make the necessary provision; that is, to go back to the kitchen and get enough of any item that is lacking or deficient in quantity.

115. **DAILY WARD REPORTS** shall be made by the Head Attendant on each ward, on proper blanks, each day, setting forth the day's history in detail of each patient, the bill of fare for each meal and its quality and quantity, the kind and duration of any seclusion or restraint, to be only ordered by a Medical Officer, all accidents, injuries, complaints, wants, etc., and such report shall be signed by the hands of all attendants belonging on the ward. It shall also contain a report of the condition of all patients on the ward during the night, to be made and signed by the Night Attendant.

116. **SPECIAL DIET** orders will be issued by the medical officers only, in writing, addressed to the head cook, and they will be filled accordingly and delivered in a special diet pail by the kitchen porter at regular deliveries, and not otherwise, unless ordered by the medical officers.

117. **THE NIGHT WATCH** will report at the medical office at 6:30 o'clock P. M. for special instructions from the Superintendent and the assistant physicians.

118. Once every two hours during the night, beginning at 9 o'clock, he will visit all the buildings of the Hospital.

119. At about midnight he will proceed to deliver a lunch to all night attendants.

120. In case a patient arrives he will require him to be kept in the carriage; will announce the arrival to the medical officer of the day, and will hold himself subject to his instructions until the patient is located and he is dismissed.

121. At 6:30 A. M., after leaving a sealed report of observations made on each round on the desk of the Superintendent, he will be relieved to go to breakfast.

122. BATHING REGULATIONS.—Bath day for women, Monday. Bath day for men, Tuesday. In case bathing can not be finished on day named on Third and "C" wards, bathing will be continued next day.

123. Every patient must be bathed once a week.

124. Begin bathing at 9:30 A. M. Suspend bathing between the hours of 11:30 and 2:00 P. M.

125. Allow only one patient to be in bath-room or clothing-room at one time. There must be no exception to this rule excepting by written direction of the Superintendent.

126. For each patient, clean and half fill the bath with fresh water, tempered to body heat as felt under the arms (98 degrees). First apply soap and water to every part of the person with a bath brush; then rinse thoroughly, then dry well, using a separate bath-towel for each; then partially dress the patient and proceed to trim and clean the nails; next neatly brush the hair, and dress in clean clothing, which the attendant will lay out personally, and assist in putting on the patient, who will then be taken to the day-room to make place for another. At least ten minutes shall be occupied in this procedure, and more time if necessary.

127. Clean and refill the bath and put the bath-room in order in each case before bringing in another patient.

128. Bath duty will be performed by both the day attendants, alternatively, one doing it one week and the other the next, while the other remains on the ward, excepting that in case of need the bather may temporarily call the assistance of the other.

129. Certain patients, if they so desire, by permission of the Superintendent, may be allowed to bathe themselves.

130. No patient will be permitted to bathe or dress another patient without written permission of the Superintendent.

131. The head attendant will see that every patient on the ward shall have hands and face properly washed and hair combed and brushed before breakfast.

132. GREASE TRAPS.—On Saturday afternoon of each week the head attendant of each ward will personally clean the pantry sink grease trap. To do this remove the trap and take out the brass screws. The parts can then be separated and cleaned by scraping with a wooden spatula, to be gotten of the carpenter. The accumulated lime soap, when removed, must not be thrown into the waste pipe or put where it can reach the sewers, but must be wrapped in paper and thrown into the nearest rubbish pile, to be removed by the police.

133. WARD REQUISITIONS.—Head attendants will make list of supplies needed on wards on morning reports, with full explanations.

134. Supervisors will carefully transcribe all such lists into the Department Requisition Books, omitting all unnecessary items, and describing the necessities in such a way that it may be intelligently known what is wanted, and in what quantities.

135. Head attendants will be prepared each morning to promptly receive and receipt for the supplies delivered. The porter's whistle will be the signal that the goods are ready for delivery.

136. Empty containers should be sent to the store immediately after breakfast by store porter.

137. Oral requests for supplies are impracticable, and can not be considered.

138. VISITING ON WARDS.—Attendants are expressly forbidden to admit visitors into the wards *without a ticket of admission from a medical officer*. The word visitor means anybody not regularly connected with the particular ward as attendant, patient, porter, mechanic or officer, and includes attendants from other wards, friends and relatives of attendants, and employes not going to the ward in line of duty.

139. SOCIAL LIMITATIONS.—Attendants and other employes are notified that the Assembly Room is open from 7:00 o'clock to 9:00 o'clock every evening, except Saturday, and they are requested to particularly note that the men and women of this Hospital are expected to use it for recreation and social intercourse, when off duty, to the exclusion of all other places of resort in or about the institution. *Provided*, That from June 1st to October 1st, the limits of social association are extended to include the grounds between the rear center and the center group of buildings (the campus), and on the cliff, from the east end to the farm road, until the close of twilight, in pleasant weather.

140. Mechanics and other male employes necessarily going into the female wards are required to confine their attention strictly to their own duties.

WARD HOURS.

(*Summer.*)

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|------|-------------|---|
| 141. | 5:30 A. M. | Rising bell. |
| | 6:00 A. M. | Patients' breakfast. |
| | 6:05 A. M. | Night Attendants and other attendants, as assigned, go to breakfast. Breakfast will be sent for one attendant to the end wards. |
| | 6:30 A. M. | Other attendants, on being relieved, go to breakfast. |
| | 7:00 A. M. | Night Attendants relieved for the day by Day Attendants. |
| | 12:00 M. | Patients' dinner. |
| | 12:30 P. M. | Head Attendants' dinner. |
| | 1:00 P. M. | Attendants' dinner. |
| | 5:30 P. M. | Patients' supper. |
| | 6:00 P. M. | Head and Night Attendants' supper. |
| | 6:30 P. M. | Head and Night Attendants resume duty on wards; other attendants go to supper. |
| | 7:00 P. M. | One-half of the Day Attendants relieved from duty until patients' bed-time. |
| | 8:00 P. M. | Patients will all retire to bed with the assistance of all attendants. |

NOTE.—Attendants will give personal attention to getting patients to bed in a comfortable and safe condition, and it is forbidden to delegate this duty to any patient.

One-half of the Day Attendants are relieved between the hours of 8:15 and 9:30 p. m. The Day Attendants on duty will continue in charge of the ward and be responsible for the same until the hour of 9:30 p. m. At 9:30 p. m. Day Attendants are required to retire to bed, and put their lights out at this time exactly, except on general or special permission given by the Superintendent.

There will be no variation of the above rules, except when directed by the Superintendent.

This schedule of hours will be in force from April 30th to October 1st.

WARD HOURS.

(*Winter.*)

142. 5:30 A. M. Rising bell.
 6:00 A. M. Night Attendants and others as assigned go to breakfast.
 6:30 A. M. Day Attendants, on being relieved, go to breakfast.
 7:00 A. M. Patients' breakfast.
 7:05 A. M. Night Attendants relieved for the day by Day Attendants.
 12:00 M. Patients' dinner.
 12:30 P. M. Head Attendants' dinner.
 1:00 P. M. Attendants' dinner.
 5:30 P. M. Patients' supper.
 6:00 P. M. Head and Night Attendants' supper.
 6:30 P. M. Attendants' supper; Night Attendants on duty.
 8:00 P. M. Patients retire.
 9:30 P. M. Day Attendants in bed and lights out, unless by general or special permission, for good reason, by the Superintendent.
- (Summer and Winter.)

NOTICE.—Day Attendants will be relieved alternately, when conditions permit, between 6:30 and 8:00 p. m., and between 8:15 and 9:30 p. m.

There will be no variation of the above rules excepting when directed by the Superintendent.

143. **NO WORK DURING MEALS.**—All attendants are expressly instructed and required to do no work and to see that none is done on any ward, in dining-rooms, sculleries, bed-rooms, or elsewhere, during the hours of meals, of either attendants or patients, such as clearing tables, cleaning dishes, scrubbing floors and making beds. This rule is imperative and must be strictly regarded. Its object is to secure the best possible supervision of all patients during the time that the above mentioned work is in progress: *Provided, That*, if all patients have finished their meal before it may be time for any attendant to go to supper, the tins and refuse shall be prepared for return to the kitchen, but in no case shall the time of the patients at the table be shortened.

CONDEMNATION OF CLOTHING AND WARD PROPERTY.

144. Head Attendants will make daily oral reports to the proper Assistant Physician, when on his rounds, of any clothing or ward property of any and every sort which may have been damaged or worn out.

145. The Assistant Physicians will take measures to secure the prompt repair of same, if reparable; clothing to be sent in the regular way through the laundry if also requiring washing, otherwise to be sent directly to the sewing room, if not reparable on the wards (see section of Regulations No. 96, requiring buttons to be replaced and small rents to be repaired on the ward by Attendants); ward property to be referred to the proper mechanic by ticket, signed by the Assistant Physician and approved by the Superintendent in every case.

146. If not reparable, in the opinion of the Assistant Physician, who, on the womens' wards will delegate this duty to the clothing clerk as to clothing, the damaged clothing or ward property will be condemned by him and at once so entered on the proper clothing card or inventory sheet by the attendant in charge.

147. Any damaged clothing or ward property which may be sent to the sewing room from laundry or wards and which is not there deemed worthy of repair will be returned to the ward through the laundry by the Laundry Porter with a ticket

pinned thereto stating the fact and signed by the forewoman of the sewing room. The Assistant Physician will condemn the same at his next visit, as prescribed above, and the articles shall then be sent to the rag box, in sewing room, in every case.

148. Clothing for women will be sent directly from assorting room to the wards and any repairs needed will be made on the wards by attendants and patients, *as far as possible*; otherwise it must be sent to the sewing room for repair.

149. CARE OF BEDS.—The Head Attendant on each ward will be held responsible for the observance of the following regulations:

Upon the rising of the patients each morning, strip all beds entirely, turn the mattress across the bed, and spread the other bedding over the head and foot in such a manner as to thoroughly expose it to the air.

150. The Head Attendant shall personally inspect each mattress at this time.

151. The bedding shall remain as described for airing until all have breakfasted. Then such mattresses as are wet shall be exposed to the direct rays of the sun in order to secure rapid drying. Such as are soiled shall be carefully cleaned as far as practicable. If this can not be done thoroughly in the ward the mattress shall be reported to the medical office as requiring repair, the reasons why being stated. Pursue the same course in case the mattress is torn or otherwise damaged beyond repair upon the ward; but if it can be repaired upon the ward, do so without delay, not allowing the day to pass without its being done. The laundry porter will be notified from the office to remove the mattress from the ward for repair.

152. Then proceed to remove all dust, by rubbing with a dust cloth, from the framework of the bedstead, special attention being given to slats and inside parts; then make up the bed, using always two sheets and from one to three blankets, according to the season, gray blankets and a rubber blanket being used on the beds which are apt to be soiled; finish with a crochet quilt and pillow, all neatly squared, ready for inspection.

153. As far as practicable personally clean and make up a

certain number of beds each morning, taking them in regular sequence around the ward, so as to secure an opportunity for careful personal inspection of every bed in the ward in from one to two weeks, according to the number of beds on the ward.

154. The assistance of a certain number of patients, who shall be indicated by the medical officer in attendance, may be used for the work, but in no case shall the bed work be left entirely to patients.

155. The Day Attendant on duty at bed time will see that every female patient is properly provided with her own night dress, and that all patients are provided with comfortable bed clothing.

156. CARE OF DOORS AND WINDOWS.—The Head Attendant must examine not only all doors and windows to see the locks are in good condition in the former and the blocks in the other, but they must see they are carefully shut; and all attendants must at all times, when not passing through it themselves, keep the door of the attendant's room shut and locked. Serious trouble will surely occur if this precaution is not observed.

CHAPTER XV.

EMPLOYEES' DINING-ROOM REGULATIONS.

157. Employes of this Hospital taking meals in the dining-room will take the seats severally assigned them, and at the times indicated on the cards hung on the wall at the end of each table.

158. The Housekeeper will set all tables before the first hour for any meal, but will serve hot dishes of every sort at any particular table only after the occupants begin to be seated.

159. The Housekeeper will supervise the serving of all meals, except when taking her own, at which time she will detail one of her assistants to perform this duty.

160. All directions in regard to service should be made in a manner audible only to the assistant, whenever necessary to give any directions, which should be seldom.

161. The Housekeeper will assign, permanently, as far as practicable, one assistant at each table, who will confine her attention mainly to the service of that particular table, and be responsible for the same. Those so engaged will take their meals at the table assigned them, during the half hour when the table which they serve is not occupied.

162. Changes or assignment of seats will not be made, except for good reason and by the Medical Superintendent.

163. Chairs will be provided only for assigned seats, and chairs must not be taken from one table to another.

164. The entertainment at meals of visitors or others not belonging to the hospital, is prohibited, except on written permission of the Superintendent, or, in his absence, of an Assistant Physician, addressed to the Housekeeper.

165. All statements in writing, relating to the above, properly worded and signed, either complaints or requests, will be received and carefully considered by the Superintendent and *none other*.

HOURS.

166. 6:00 A. M. First breakfast.
Night Attendants, Day Fireman, Housekeeper, Farmer and force, Laundry force, others as assigned.
- 6:30 A. M. Second breakfast.
Storekeeper, Clerk, Supervisors, Day Attendants, Seamstresses, Second Engineer and Fireman, others as assigned.
- 12:00 M. First dinner.
Laundry Engineer and force, Farmer and force, others as assigned.
- 12:30 P. M. Second dinner.
Storekeeper, Clerk, Supervisors, Seamstresses, Head Attendants, others as assigned.
- 1:00 P. M. Third dinner.
Attendants, others as assigned.

6:00 P. M. First supper.

Storekeeper, Clerk, Supervisors, House-keeper, Second Engineer and Fireman, Seamstresses, Head and Night Attendants, others as assigned.

6:30 P. M. Second supper.

Attendants, Farmer and force, Laundry Engineer and force, others as assigned.

167. At 9:30 o'clock P. M., the doors of the rear center building will be closed. At this hour all occupants are required to be in quarters with the lights out, unless by general or special permission of the Superintendent.

NOTICE.—There will be no variation of the above, excepting when directed by the Superintendent.

168 BILL OF FARE—EMPLOYEES' DINING ROOM.—The Housekeeper will make out the bill of fare for each meal as soon as the meals are sent up from the kitchen—or before if possible—on sheets provided.

169. Employees are instructed to make any comments regarding the fare in writing in the column intended therefor, opposite the article or item criticised, on the bill of fare, and nowhere else, and that the same shall be signed with the name of the one commenting.

170. The Superintendent will scrutinize the bills of fare daily and will use the information, as to facts thereon stated, for the general good. If any item of diet is unsatisfactory, *state clearly and exactly why, how, and to what extent.*

If no complaints are written on the bill of fare the Housekeeper will write the word "satisfactory," and sign her name below it, and it will be assumed that the fare *is* satisfactory.

CHAPTER XVI.

ELECTRIC LIGHTS.

171. Attendants and other employes are requested to burn lights *only when needed and where needed* and to see that all others under their personal control are turned off.

172. In all bath rooms and clothing rooms keep all lights turned off excepting when particularly needed.

173. Turn out dining room and scullery lights as soon as the dining room work is finished.

174. Turn out all day room and dormitory lights, excepting one night light in each room, immediately after patients have retired.

175. CLEANING LIGHTS.—Clean lights once a week, on Friday morning, when needed, by rubbing with a damp cloth and following with a dry one. *Do not remove* either globes or shades.

176. In employes' quarters the occupants are requested to give attention to their lights personally.

177. In fly time cover all lamps provided with shades with mosquito netting.

178. All employes of this Institution are hereby expressly forbidden to handle or remove from the holders any electric lamps, either in their own rooms or elsewhere. All necessary cleaning must be done with the lamp fast in the socket. If it becomes necessary that a lamp be removed or changed, it must be reported to the office on a ticket directed to the painter, who will do the required work.

CHAPTER XVII.

179. LAUNDRY REGULATIONS.—Officers' and employes' clothing will be sent to the laundry on Monday; that of female patients on Tuesday; of male patients on Wednesday.

180. All pieces *must* be marked; otherwise they will not be laundered.

181. All articles *must* be placed in a marked bag and be ready for the laundry porter before 8 o'clock A. M. in the clothing chutes or other assigned places.

182. Patients' stockings must be strung on strings—four pairs only on a string (colored hose on separate string); each string must have attached a muslin tag, plainly marked for the

ward. Attendants will string woolen hose separately from cotton hose.

183. A list *must* accompany each officers' and employes' bag, and each ward lot, on receipt and delivery.

184. Foul washing will be done daily; on telephone notice to laundry, the Porter will call for such articles.

185. All articles will be delivered by the Laundry Porter when finished.

186. If pieces do not check with list, either on entering or being returned from the laundry, the owner and Laundry Clerk should settle the difference at once. Laundry hours will be from 7:00 A. M. to 6:00 P. M., and none other.

187. Patients' bedding, Department for Women, shall be changed on Tuesday morning of each week, and made ready for the Laundry Porter at 8:00 o'clock.

188. Female employes will send to the laundry each week no more than two (2) skirts (which must be plain), and two (2) dresses.

CHAPTER XVIII.

LEAVES OF ABSENCE AND RELIEF FROM DUTY.

189. All officers and employes of this Hospital are notified that it is not the policy of the management to recognize any regular or general system of periodical relief from duty, such as "Sundays off," etc., particularly on the wards, for the reason that the patients require as much attention at one time as another. The only exceptions to this principle are that work shall cease in the sewing room and laundry on Saturday at noon until Monday morning, unless the needs of the Hospital require otherwise, and on the farm and in the mechanical department, from Saturday night to Monday morning, with the same limitations.

190. On the other hand, however, requests for relief from duty and leaves of absence, with good reasons assigned, addressed in writing to the Superintendent—approved by the

Assistant Physician, if the application be from an attendant; otherwise by the head of the particular department—will receive just consideration in the light of the needs of the Institution.

191. Only one attendant from each department will be allowed a *vacation* at any one time.

192. After August 1st, 1889, all absence from the Hospital over two weeks in a year's service will be charged to the absentee.

193. Only one day attendant and one night attendant, and one employe from any other department on any work day, can properly be spared at one time from each department, and temporary leaves of absence will not be granted in greater proportion, unless in case of pressing and unavoidable need, stated in person.

194. All requests for such leaves of absence must bear the date of last absence, and when approved, must be hung on the key-board in Superintendent's office with all keys.

195. All customs and methods not in accordance with the above are unauthorized and are prohibited.

196. **WORKING DETAILS.**—The Superintendent and Assistant Physicians will, from time to time, make lists of patients on the several wards who may be benefited by special occupation. These patients, when vigorous, and none other, may be called on for assistance in the various departments of the Hospital, as indicated on said lists, the head of the departments being, during the time of absence from the wards, responsible for their safety and general welfare. Employes using such details must report all misconduct and other untoward conditions of patients under their charge to the head attendants on returning them to the wards.

CHAPTER XIX.

FIRE REGULATIONS.

197. Fire being discovered in any part of the Hospital, notify the office by *telephone*, if possible, and by *messenger at the same time*.

198. If, on report, the officer deems it necessary, he will order a steam whistle alarm by telephone and messenger.

199. The fire alarm shall be three short whistles, repeated three times. On making the fire alarm the engineer and fireman on duty will raise the pump pressure to 80 pounds and keep it there till it is ordered off.

ON HEARING THE FIRST FIRE ALARM.

200. The fire brigade will rally at the reel house for duty under orders of the chief engineer, subject to the direction of the Superintendent of the Hospital.

201. Attendants on the wards will act as follows:

Head attendants will get patients in double line ready to march out.

202. Second attendants will stand at telephone awaiting orders from office by telephone or messenger.

203. On receiving orders to "march out," all attendants will escort patients out of the building to the *campus*, between administration and rear center, and there hold them for further orders from the Superintendent; the men on the west side, the women on the east.

IN THE BURNING BUILDING.

204. If a ward, the head attendant, after causing the office to be notified, will at once march out all patients to the *campus* and there keep them, with the assistance of the junior attendants.

205. If in the rear center, the housekeeper will cause all rooms to be inspected and the sleeping persons roused and brought out of their rooms. She is empowered to select four persons, each of whom shall be sent to a certain corridor for this purpose.

206. If in the administration, the officer on duty will cause all rooms to be inspected and all inhabitants mustered in order to be certain that none are left in the rooms.

207. If in the stable, the employes will drive out the horses and cattle and then save the vehicles.

208. The fire brigade will attend to the fire.

209. The property-saving brigade will attend to the removal and protection of movable personal and Hospital property, under the direction of its chief, subject to the direction of the Superintendent.

210. All women must leave the burning building at once on discovery of fire.

